



Facilities Use Agreement

Please review and complete this contract carefully, then sign and return with your deposit.

By this agreement, the Client does contract with Grinnell College, hereafter referred to as the College, to use the College facilities. Please return this agreement to:

Conference Operations – Grinnell College
1115 8th Avenue
Grinnell, IA 50112.
Fax: 641-269-4650 calendar@grinnell.edu

Event Reference Number: _____NA_____ (Supplied by Grinnell College)

Date(s) of Event: __Beginning April 6_____

Anticipated Attendance: _____

Name of Organization/Client: _____

Is your organization sales tax exempt? __Yes__ __No__ (If yes, please include a copy of your tax exemption certificate for our records. This is required by law If you have previously sent this, we have it on file.)

Non-profit 501(c)3 # (if applicable): _____

Authorized Contact Person: _____

Address: _____

Phone: _____ **e-mail:** _____

Name of Event: ____Health care worker Housing_____

Time Event is to Begin: _____NA_____ **Time Event to End:** _____NA_____

Time Set up is to Begin: _____NA_____ **Time cleanup will be completed:** _____NA_____

The Client agrees to abide by the policies and conditions outlined in this contract.

The Client agrees to designate one person to be in charge while at the College. This person in charge must be present during the entire event and ensure that all items brought in by the Client are removed after the event. If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event: _____

Phone: _____ **e-mail:** _____

The fee for facilities rental at Grinnell College is outlined on your Proposal/Estimate.

The Client agrees to pay 25% of the Proposal/Estimate or \$250, whichever is least, upon signing this contract as a non-refundable deposit. The balance is due upon receipt of your invoice. Checks should be made payable to Grinnell College.



Facilities Use Agreement - Continued

Catering:

Grinnell College Catering reserves the Right of First Refusal. All Clients desiring food at their event must consult with Grinnell College Catering. If Grinnell College Catering is unable or unwilling to cater the event, the Client may hire an external caterer. Contact catering at 641-269-3665 or catering@grinnell.edu.

Capacity:

The Client agrees to ensure that fire code will not be exceeded in any space at any time. Standard capacity has been listed on the Proposal/Estimate. Fire code capacity is often far greater than standard capacity. If there is a concern, please contact Conference Operations for official fire code capacity.

Parking:

Clients and their guests may park in any Student, Faculty/Staff or Visitor Parking during the hours of the event. (Student or Visitor Parking is preferred.) In the event that a guest should receive a ticket from Campus Security, the ticket should be returned to Grinnell College Conference Operations for waiving. Guests may NOT park in spaces designated for Dining Services, Health Services, Facilities or Delivery vehicles, or areas marked as No Parking. Guests doing so may be asked to relocate or be ticketed accordingly. Handicapped Parking is available near every building, and is governed by the laws of the State of Iowa. Any ticket issued by the Grinnell Police Department is not governed by this agreement.

Internet:

The Guest Wifi is available to all guests of the College. You will need to log-in every 24 hours.

Smoking:

In accordance with state law, all Grinnell College buildings and grounds are smoke-free.

Liability:

The Client assumes liability for loss or damage to College property that results from its use of facilities, and agrees to hold the College harmless for loss or damage to the persons or property of its members or guests while at the College.

Cancellation Policy:

If the event must be postponed, any deposits/payments will apply to the later date if rescheduled by the Client within two (2) months from the original date. If the event is cancelled, all non-refundable deposits will be forfeited by the Client and any actual costs incurred by the College (e.g. purchased food, items rented from a third party) will be invoiced to the Client. Any advance payments above and beyond the required deposit will be refunded, unless needed to cover actual costs. Postponement and/or cancellation must be in writing or email from the Authorized Contact Person.

Employee Payment Policy

Grinnell College employees have a special responsibility to keep the College accounts in balance. If an employee uses a campus space or services for personal use and incurs a fee, the employee is required to pay the balance in full or set up a payment plan within 60 days of the original invoice date. If this has not occurred by 60 days of the issue date, Grinnell College reserves the right to subtract the balance from the employee's wages. Grinnell College may also exercise this right when an employee fails to make two consecutive payments on the approved payment plan.

I certify that I have read, understood, and hereby accept the conditions set forth in this contract.

Authorized Contact Person

Date